

Classification and Qualification



STANDARDS

The California State University System

Dormitory Supervisor

Class Code 9692

Date Established 09-07-56

Date Revised 01-01-78

Occupation Index Reference O-1

DEFINITION:

Under general direction, is in charge of a resident dormitory at a State University or College Campus; maintains order and assists students in problems of dormitory living; inspects living quarters for cleanliness.

Examples of Typical Activities:

Incumbents of positions in this class assign rooms; inspect living quarters; report needed maintenance and repairs; issue linen; chaperon coeducational activities; maintain room condition cards, and other records as required; take inventory and maintain a variety of records; advise students with social behavior problems; as required, supervise dormitory self-governing unit; administer quiet hours, and other dormitory regulations.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Ability to establish and maintain cooperative working and personal relationships with students and others; ability to relate to the present-day population of college students; ability to deal with the personal and social problems of students; ability to keep simple records and accounts; ability to read and write at a level appropriate to the duties of the position; and ability to perform arithmetic computations where required.

and

Experience:

Equivalent to one year of experience in the direction or coordination of group activities.

Prospective applicants who have not had the experience listed may be considered eligible based on other evidence of meeting the above minimum qualifications

Work Week Group: 1
Premium O/T: Yes
Shift Differential: No
Employee Category: Non-Academic